



# Manchester Community Access Media, Inc.

Public Access Cable Television for Manchester, New Hampshire  
540 No. Commercial Street. Manchester, NH 03101

**TV23** www.mcam.org P: 603-622-3023 F: 603-622-9323

## MINUTES OF MCAM Board of Director's Meeting August 14, 2007 at 7:00 a.m.

- Chairman:** Meeting to Order - John St. Hilaire called meeting to order at 7:16 a.m.  
**Board Members:** Present Status: 12 members – Quorum needs 7 in attendance

Attending: Joe Lahr, John St. Hilaire, June Craig, Glen Ouellette, Will Infantine, Gene Mackie, Artie Gatzoulis, Terry Flower and Carol Williams; missing were Ray Buckley, Bill Garamella, Jean Jeudy.

- Chairman**, congratulated Joe Lahr and his staff on the excellent results of the first political debate planned together with WGIR Radio Station featuring Angela Anderson and Charlie Sherman who led a debate of the candidates of the 2007 Mayoral election. The debate was broadcast live on WGIR Radio 610 and was taped by MCAM for later viewing by citizens of Manchester. The candidates were incumbent Mayor Frank Guinta, Tom Donovan, Jane Beaulieu, Katherine Gatsas, Joe Kelly Levasseur and Caitlin Curran.

- Secretary's Minutes:** June Craig. Minutes of the June 12, 2007 meeting were forwarded to all members for review via email on July 9, 2007. Chairman declared that the minutes would be voted on at the August meeting due to time constraints. Minutes of the July 17 meeting were forwarded to all Board members on July 22<sup>nd</sup> via email. Revisions were suggested so minutes from both meetings will be voted on at the September meeting.

- Treasurer:** Profit & Loss Statement and Balance Sheet was submitted by Joe Lahr. Terry set a **Budget meeting for August 22<sup>nd</sup> at 7:00 a.m.** Budget must be ready for fiscal year end of Sept. 30<sup>th</sup>. Glenn is anxious for budget committee to set aside money for new equipment.

- Policies and Procedures Committee:** Arthur Gatzoulis set a date for **August 28 at 7:00 a.m. for a committee meeting.**

- Human Resources Committee:** Will Infantine reported that he, Carol Williams and Artie Gatzoulis met the 2<sup>nd</sup> week of August. He reported that:
  - the Committee recommends that the Executive Director's job description should include a monthly meeting with the staff.
  - The Committee is looking into having the payroll company provide human resource services.
  - They are still working on the compensation issue for business or sponsorships brought in by an employee as the result of their everyday social activities; For the September meeting the committee hopes to present a report on criteria and procedures for individuals, perhaps three in number who will be approved by the HR committee to sell MCAM services. It was recommended by the HR Committee that 20%

will be the commission on sales of sponsorship, etc. It is hoped that we will have approved salespeople by October 1<sup>st</sup>.

HR Chairman, Will Infantine also reported that Gene Mackie has some great suggestions for the employee manual that is being prepared. Will expects to implement the suggestions.

6. **Scholarship** - June Craig, Chairman, no report.

7. **Marketing, Fundraising and Sponsorships.** Chairman, John St. Hilaire. He does have some marketing materials ready. Will advised that segments from the taped Mayoral Debate will be used by others for their political campaigns. **The debate will be first viewed on Wednesday August 15<sup>th</sup> at 7:00 p.m.**

Artie asked if there has been any progress in getting a cable network to use MCAM's facilities for the Presidential Primary. John will make calls or advise Joe of the contact names.

June made a **Motion that Fundraising be separated from Marketing and Sponsorships, creating a new Committee.** Motion was seconded by Will, motion passed. John will be chair of Fundraising until a new Chairman can be appointed.

There was discussion about the need for more directors on the Board. Gene noted that June has had a letter ready to go out to prospects, subject to the Boards approval. Suggestions were made to June of persons she should contact. Companies and agencies were named as a source or director prospects. John had asked to hold the letter until he had a chance to review it.

Al Heidenrich attends the Chamber of Commerce "After Hours" events. The Chamber has not been approached about holding an "After Hours" event at MCAM. Perhaps members of the Board could alternate going to the "After Hours" events with Al Heidenrich.

George Cox had a suggestion that the debate was an excellent source of income if we could find a sponsor before it is aired on Wednesday. The search is on.

8. **Fourth Channel** Following discussion it was advised that Joe Lahr would have a DVD available for use in explaining the uses intended for the fourth channel. This could be supplemented by a written proposal outlining all the pros and cons. These tools are necessary for the Aldermen to understand the intended use of the extra channel and understand that there would be no extra cost to the City if MCAM is granted the Channel. The DVD and booklet should also note that in case of emergency in the City the fourth channel could be turned over to the use of the City emergency programs. **A meeting was scheduled by Joe Lahr for Monday, August 20<sup>th</sup> at 4:00 p.m. Board members who can attend will brainstorm and help edit materials for the DVD and booklet.** The plan is to have individual meetings with the Aldermen to present our case. John feels that we have to be proactive.

9. **Producer Representative Election.** The election of a Producer Representative on the MCAM Board of Directors is in process. There are four people running for the position currently held by Glenn Ouellette: Joe Briggs, Steve Vaillancourt, Glen Ouellette and \_\_\_\_\_ Calderon are on the ballot.

**10. Election of Officers of MCAM Board of Directors.** In preparation for the Annual Meeting when election of officers of the MCAM Board of Directors takes place the following volunteered to work on nominations: Gene Mackie, Glenn Ouellette and June Craig. A meeting will be called.

**11. MCAM Producers Equipment** Glenn Ouellette advised that the editing, transfer and filming equipment is in dire need of repair, replacement and additional sets.

Meeting adjourned at approximately 8:43 a.m.

Respectfully submitted:  
June Craig, Secretary  
MCAM Board of Directors

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**MCAM INFO**

**Fiscal Year: October 1<sup>st</sup> through September 30**

**Annual Meeting:**

**Present members of the Board of Directors:**

Joe Lahr, Executive Director	Will Infantine, Human Resources Committee
John St. Hilaire, Chairman of the Board	Jean Jeudy
Ray Buckley, Vice Chairman of the Board	Glenn Ouellette, Producer Representative
Terry Flower, Treasurer, Chair of Finance and Budget Committees	Carol Williams
June E. Craig, Secretary	William Garamella
Arthur Gatzoulis Chair, Policies & Procedures	Gene Mackie

**Finance Committee** Members: All members of the Board of Directors

**Budget Committee** - Terry Flower, Executive Dir, Chrman, V. Chair, Treas., Bookkeeper, Mayor Appointee, Secretary, Producer's Representative

**Policy and Procedures** – Arthur Gatzoulis,

**Human Resources** - Will Infantine, Arthur Gatzoulis, John St. Hilaire, Carol Williams

**Marketing & Sponsorships** – John St. Hilaire

**Fundraising** – John St. Hilaire

**Scholarship Committee:** June Craig, John St. Hilaire

**Bookkeeper:** John Cashin      **Employees:** Joe Lahr, Executive Director, Station Manager  
George Cox, Production Director  
Lauren Horton, Operation Director  
and part timer "Catt" Catherine Ladd.

**Chronology of MCAM History**

March 1, 2004: Date of letter from Mayor Baines recruiting citizens to serve on Committee to take P out of PEG

\_\_\_\_\_ MCAM designated a Public Charity Non-Profit by the Internal Revenue Service.

April 23, 2005 - Agreement with City of Manchester designating MCAM, Ch. 23 as Public Access Provider for the City

July 1, 2005 - Date of funding MCAM from the City:

August 1, 2005 - Date of first taping in Studio B

May 26, 2007 – Open House - Grand Opening